



## FRANKLIN COMMUNITY (KREGER) HOUSE POLICIES AND REGULATIONS

### 1. Reservation Policy

- a. One hundred percent (100%) of the application rental fee is due with the submitted Franklin Community (Kreger) House Rental Request Application to secure the requested booking date.
- b. Application rental fees in part or as a whole may, be waived if a Franklin affiliated non-profit and at the sole discretion of the Village Administrator.

### 2. Cancellation Policy

- a. To cancel or make any changes to a reservation, call at least fourteen (14) days prior to the event to receive a refund less a \$25.00 processing fee. If less than a 14-day notice is given, a \$50.00 cancellation fee will be applied.

### 3. Smoking

- a. Smoking, Electronic Cigarettes and open flames of any kind, including candles are prohibited inside all facilities.

### 4. Alcohol Policy

- a. Liquor or alcohol **are not** permitted to be sold at any event except with an approved State of Michigan Liquor License. **Other alcohol use on premises is restricted to beer and wine and requires a separate Alcohol Permit.**
- b. Opened beverage containers are the property of the applicant and should be removed by the applicant at the conclusion of the event.

### 5. General Policy

- a. Applicant agrees to maintain the facility floors in a safe and clean manner. Applicant agrees to pick-up all trash and remove all decorations from the premises at the end of the function/event and remove from the premises. Failure to remove trash and decorations will result in a deduction of deposit.
- b. Applicant agrees to guarantee that the following rules will be observed by all individuals in attendance at function/event.
  - i. Orderly behavior
  - ii. Financial responsibility for any damages due to use of the facilities.
  - iii. You and your group will not remove, change, rearrange, or revise anything in or on the facilities without the specific approval of the Franklin Community (Kreger) House Administrator.
- c. Applicant is responsible for setting up their event and for the removal of trash from the premises.
- d. Confetti, birdseed, rice, glitter are not allowed inside the house.
- e. Noise ordinance applies to all rentals.
- f. Grills are allowed as long as they are kept 10' from any of the structures. If applicable, hot coals **must** be extinguished prior to disposal.



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### 6. Facility Rental Hours

- a. Evening functions shall conclude no later than 11:00 PM. Start and end times may be amended upon request **and with the approval by the Franklin Community (Kreger) House Administrator.**

### 7. Insurance – please note the following classifications to ensure you have the proper insurance coverage.

#### a. **Rental by Individuals (i.e., baby shower, birthday party):**

Evidence that the individual has personal liability coverage in force at a minimum level of \$100,000. This will normally take the form of a Homeowners, Condo or Tenants policy where the liability coverage is included along with other coverages.

#### b. **Rental by Non-Profit Group (i.e., civic groups, service clubs) or Commercial Group (i.e. for profit business):**

- A. General Liability (Occurrence Basis Only) with limits of liability not less than \$1,000,000 per occurrence and aggregate.
- B. If alcohol is being served on premises where money has been collected for the cost of the event or alcoholic beverages, a liquor license is required. Liquor Liability Insurance must be secured by licensee with limits of liability not less than \$1,000,000 per occurrence and aggregate.
- C. Additional Insured endorsement(s) are required on the General Liability and Liquor Liability Insurance (if applicable) stating Village of Franklin, all elected and appointed officials, all employees and volunteers are named as Additional Insured. Coverage afforded is considered primary and any other insurance the Village of Franklin may have in effect shall be considered secondary and/or excess.

Certificate of Insurance and endorsement(s) are required to be on file with Village of Franklin, 32325 Franklin Road, Franklin, Michigan, 48025 at least ten (10) days prior to start date of event.